

- **Public Works Engineering**

The department is responsible for design, project management and inspection of capital improvement projects. Questions regarding the provision of architectural services, surveying, engineering, etc., are generally directed to the department of Public Works Engineering. Purchasing can make the necessary arrangements to forward information and/or materials to that department.

<http://www.murrieta.org/dev/publicworks/index.asp>



- **New Major Capital Improvement Projects:**

Jackson Ave. and Warm Springs Creek Bridge, \$1,000,000

Veteran's Memorial, \$100,000

Priority Traffic Signals, \$380,000

ADA Compliance at Intersections, \$350,000

Jefferson Ave. Widening at Bellesteros Road, \$1,150,000

Fuel tank at Police Station, \$146,000

Licensed Contractors interested in being solicited to submit a proposal for projects should send a written "Request to Participate" on their company letterhead, via facsimile or email to Elizabeth Grace, egrace@murrieta.org or fax to 951-461-6430.

Contractor should include a copy of their pocket license, area(s) of expertise and target project size. Include a Certificate of Insurance showing general liability, workers' compensation, and automobile liability coverage.



Purchasing Services hours:

Monday through Friday: 8:00 a.m. - 5:00 p.m.

City of Murrieta
One Town Square
24601 Jefferson Avenue
Murrieta, CA 92562
Phone (951) 304-CITY(2489)
Fax (951) 461-6430
<http://www.murrieta.org>

POLICIES AND PROCESSES ARE SUBJECT TO CHANGE WITHOUT NOTICE. THE PROCESSES DETAILED IN THIS BOOKLET ARE TO SERVE AS A GUIDE AND ARE NOT INTENDED AS A POLICY MANUAL.

LET'S DO BUSINESS

VENDOR'S REFERENCE GUIDE

Purchasing at
City of Murrieta

*The City of Murrieta
a Vendor's Opportunity*



CITY OF MURRIETA

PURCHASING DIVISION



CITY OF MURRIETA

City of Murrieta was incorporated on July 1, 1991. The Purchasing Division of Finance is responsible for the procurement of all materials, supplies, equipment and services for the City.

EQUAL OPPORTUNITY POLICY

The City provides equal access and opportunity to all vendors without regard to race, gender, sexual orientation, religion, ancestry, color, age, national origin, or physical or mental condition. The City maintains an active commitment to the inclusion of all vendors in our procurement practices and process.

PURCHASING PROCESSES

- **Purchase Orders**

Transactions for materials, supplies, equipment and services require a valid, duly authorized purchase order. The exception is those items procured through the use of the City's credit card system or purchases less than \$1000.00.

- **Bids**

Informal Bids are required for all materials, supplies, equipment and services that exceed \$5,000.

Formal Bids required over \$10,000

- **Credit Card Purchases**

The City allows the procurement of some commodities using the CALCard credit card.

- **Deliveries**

Supplies and equipment may be delivered to multiple locations throughout the City. Delivery location shall be noted on the purchase order.

- **Invoices**

All invoices must be directed to City of Murrieta, Attn: Accounts Payable, Murrieta, CA 92562. Invoices must display a valid purchase order number to be considered for payment.

- **New Vendors**

New vendors doing business with the City must complete a Vendor Application and Form W-9 in order to receive payment.

- **Certificate of Insurance Requirements**

The City requires General Liability with an endorsement naming the City as Additional Insured, Vehicle Liability and Workers' Compensation Insurance.

- **Prevailing Wage on Public Works**

CA Code dictates public works projects to be paid at prevailing wage rate when labor cost are \$1000 or more.

- **Local Business Preference**

Qualified local vendors may receive a 3% bidding preference(reduction) for the purchase of materials, supplies, equipment, and services.

- **Computer Systems & Software**

The City has standardized its computer systems and software to provide continuity of products and services to our staff. Decisions regarding computer systems and software are generally performed by Information Services.

- **Gifts & Gratuities**

The City's policies and procedures do not allow members of the Purchasing division to accept gifts or gratuities of any kind.

- **Helpful Websites:**

City of Murrieta:

<http://www.murrieta.org/>

Notice of Bids:

<http://www.murrieta.org/depts/clerk/bids.asp>

City of Murrieta Business License Application:

<http://www.murrieta.org/depts/finance>

Public Works and Engineering:

<http://www.murrieta.org/dev/publicworks/index.asp>

Economic Development:

<http://www.murrieta.org/ecdev/index.asp>

Department of Industrial Relations:

<http://www.dir.ca.gov/dlsr/pwd/>

California Department of Insurance:

<http://www.insurance.ca.gov/>